

Committee: FULL COUNCIL

Date: 23 January 2024

Title: Schedule of Payments

Purpose of Report

For Members to agree the Schedule of Payments for November and December 2023.

Recommendation:

- a. Members resolve to approve the payments for November and December 2023.

- b. Members resolve to approve the completion of the bank reconciliation for November and December 2023 and note the account balances as of 31 December 2023.

Background:

1. Ilminster Town Council's Financial Regulation section 5.5 states:

"The Clerk and RFO shall have delegated authority to authorise the payment of items only in the following circumstances:

a) If a payment is necessary to avoid a charge to interest under the Late Payment of Commercial Debts (Interest) Act 1998, and the due date for payment is before the next scheduled Meeting of council, where the Clerk and RFO certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of council [or finance committee]; "

2. Within the Town Council's Scheme of Delegation, authority is granted to the Town Clerk to "authorise routine and recurring expenditure within the agreed budget".

3. It is good practice for local authorities to agree payment of invoices within two weeks of receipt.

4. The banking arrangements agreed by council on 16 May 2023 outlines the requirement for;

"A list of payments to be made by online banking, together with the associated invoices are signed by two members of the Council who are bank signatories and counter signed by the Clerk/RFO. The list of payments will be reported to the Town Council in the usual way."

5. Ilminster Town Council's Financial Regulation section 2.2 states:

"On a regular basis, at least once in each quarter, and at each financial year end, a member other than the Chairman or a cheque signatory shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO."

6. This report looks at the schedule of payments for November and December and confirmation of bank balances and bank reconciliations having taken place.

7. Information that may allow GDPR breaches to occur, such as the statement of salaries and payments to and from private individuals can be redacted from the documents and presented in such a way that it prevents individuals being identified.

8. If Members have any specific questions on this report, it would be helpful if they would contact the Deputy Town Clerk **by Monday 22 January 2024** at the latest.

Report:

1. The Schedule of Payments for the months of November and December 2023 are detailed in **Appendix 13A**.

2. Total amount of net payments for **November** was **£129,625.44** and **December** totalled **£30,425.78** the notable expenditure is explained below.

3. A jet wash was hired to clear the paths at the cemetery and the churchyard **£254.08**. Unfortunately, it broke down and had to be returned.

4. A total of **£659.00** was spent on Christmas lights in November and December. A donation of **£300.00** was made to the Arts Centre for using space for the Information Centre. On behalf of the Friends of Ilminster, a sofa and stool were purchased and delivered to Ilminster Library costing **£1,075.00**. A donation of **£100.00** was made to the Royal British Legion for Remembrance Sunday and the cost of the Stoke Sub Hamdon Band was **£150.00**. The Quakers were awarded a Town Council grant of **£160.00** to be used for the Warm Spaces project.

5. The invoice for the new play equipment at Winterhay was **£73,999.00** with an increase in insurance of **£86.57**. New noticeboards and signs for Herne Hill and the public tennis courts totalled **£7,724.03**. The new rubber mulch laid around the slide mound on the recreation ground cost **£7,703.00**.

6. The following annual memberships and subscriptions were paid: Somerset Association for Local Councils **£1,175.92**, Somerset Web Services **£720.00**, CIA Security for the tennis courts gate **£156.00**, Somerset Playing Fields Association **£15.00**, Information Commissioner **£35.00**, So Vision, the new IT contract **£895.00** and AdvantEdge software **£1,155.50**.

8. The autumn bedding plants cost **£768.07**. The felling of a dangerous ash tree on Herne Hill was **£300.00**. The interim audit fee was **£375.25**. CiLCA and Communication training costs totalled **£645.00**. The scanning of the burial books was completed **£1,950.00**. The CCTV drainage survey of the public toilets and Cemetery Lodge cost **£395.00**, and the valuation report for Cemetery Lodge was **£950.00**.

9. Members are asked to approve the attached schedule of payments for November and December 2023.

10. The balances on the accounts as of 31 December 2023:

Current account:	£100.00
Reserve account:	£132,135.87
CCLA Public Sector Deposit Fund:	£250,000.00
Cambridge & Counties Bank:	£250,936.70
Unity Trust Bank:	£72,904.06
Petty Cash:	£150.00
Total Funds:	£706,226.63

11. On the 15 December 2023, Cllr Hamilton carried out the bank reconciliation for November 2023, and then the reconciliation on 16 January 2024 for December 2023.

12. Members are asked to approve the completion of the bank reconciliations for November and December 2023 and note the account balances as of 31 December 2023.

Julie Earp
Deputy Town Clerk/RFO
January 2024